
OUTLOOK WEB ACCESS USER GUIDE

(Accessing Your Email Via the Internet)

**[In the advent of a Disaster, OWA will be available only
if the ECJ servers are still in operation.]**

Ervin Cohen & Jessup LLP

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OUTLOOK WEB ACCESS

TABLE OF CONTENTS

[In the advent of a Disaster, OWA will be available only if the ECJ servers are still in operation.]	1
1. WARNING! Known Limitations:	1
2. The default View:	2
3. To create a new email message	3
4. Email can be addressed in various ways:	3
5. Attaching a document from the Local PC to an email:	4
6. New Mail Notification:	6
7. Viewing Attachments:	6
8. Saving Email Attachments to your Local PC:	7
9. Some new items in Outlook Web Access:	8
10. Log Off Procedures:	8

1. **WARNING! Known Limitations:**

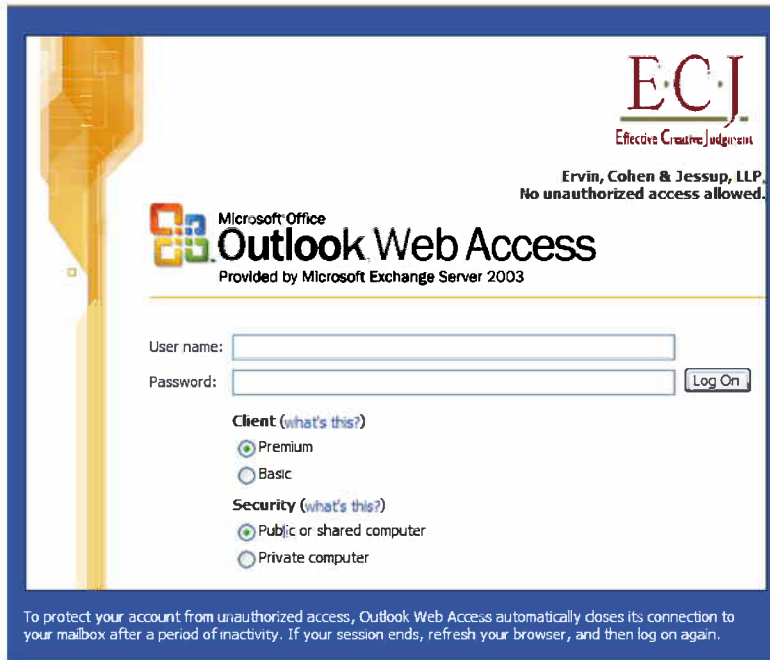
- a. Your Outlook signatures are not available.
- b. No archive or personal folders (.pst) files are available.
- c. There is no auto-fill / auto-name recognition in the To / Cc / Bcc fields.
- d. Only 25 messages will display at a time. You will need to “page through” your messages. See Step 9.a below.
- e. No “follow up flag” is available.
- f. There is no integration with iManage.
- g. Some email attachments cannot be viewed without first saving the attachment to your Local PC. All attachments which are to be edited **must be saved** to your Local PC. The Local PC must have the associated program loaded to open the attachment (i.e. Word must be loaded on the local computer to open and edit a Word document).
- h. Dial-up (modem) connections are slow!

NOTE:

WHEN YOU ARE FINISHED, YOU MUST LOG OFF (OUT) OF OUTLOOK TO PROPERLY CLOSE YOUR INTERNET SESSION! SEE SECTION 10, PAGE 8 FOR PROPER LOG OFF PROCEDURES.

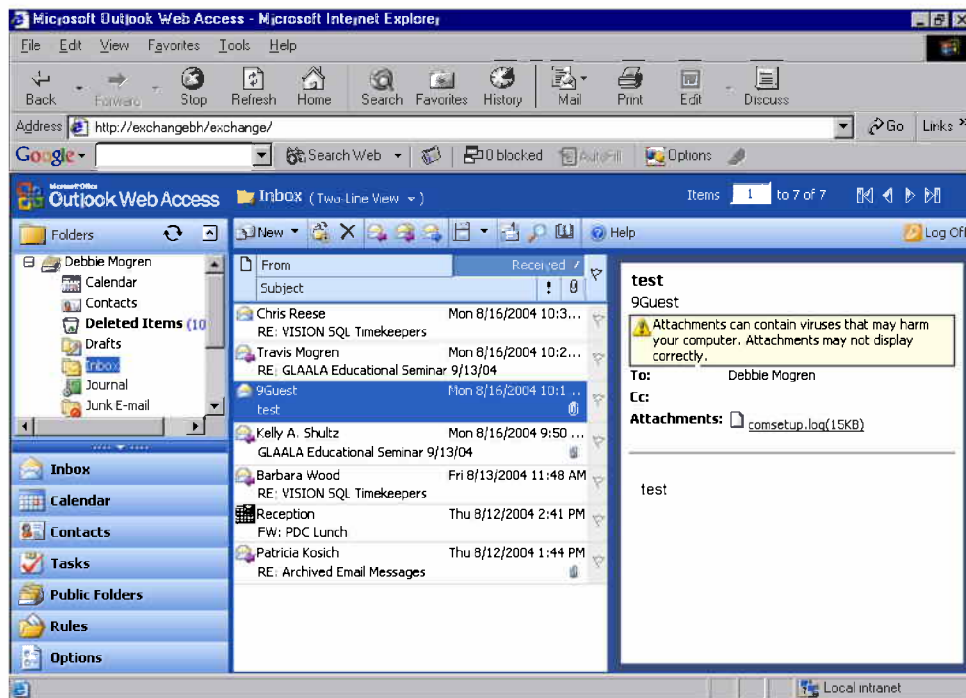
Click the link provided on the ECJ Remote webpage, or on the ECJ Citrix webpage. (Note: AOL users should minimize AOL use Internet Explorer.)

At the OWA webpage, type in your user credentials that you use at the office:

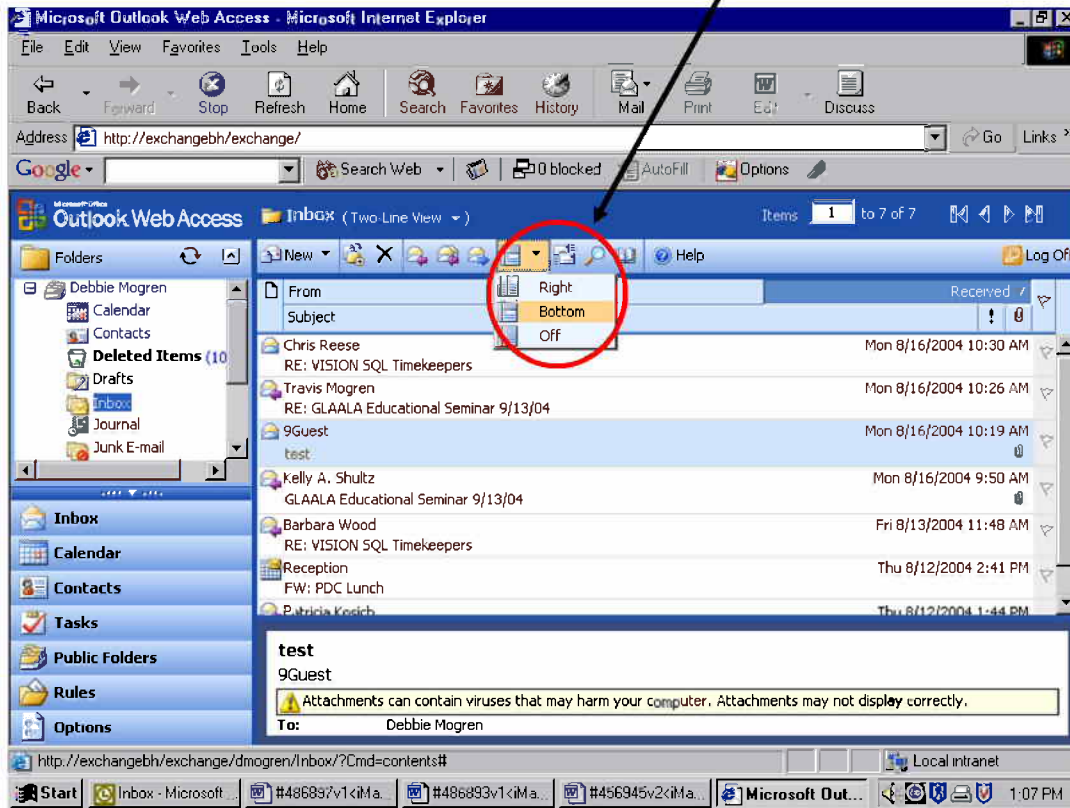


user = username
password = network password

2. The default View:



Note: The location of the Reading Pane can be changed by **clicking** the Show/Hide Reading Pane icon.



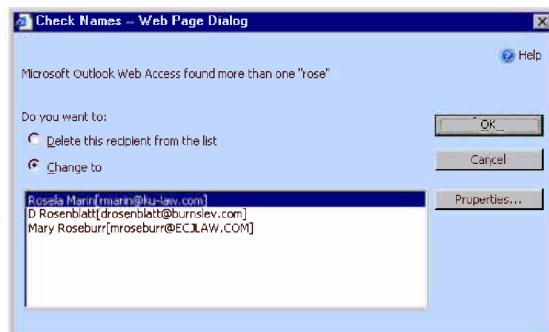
3. To create a new email message **click New mail icon**:



4. Email can be addressed in various ways:

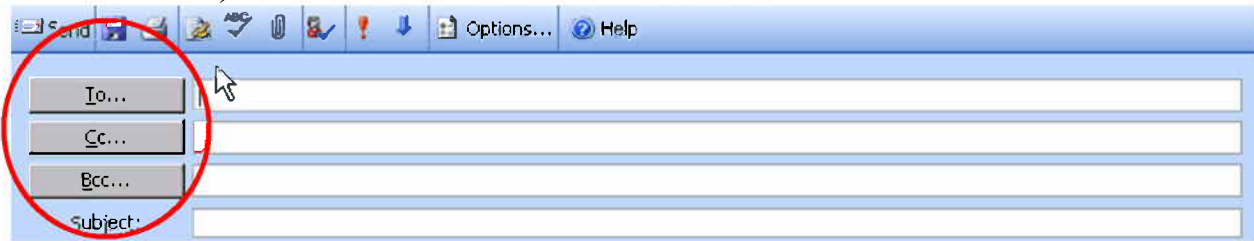
a. You can **type in the complete address** in any of the To / Cc / Bcc fields.

b. **OR** you can type all or a portion of the addressee's name in one of the address fields and click **CTRL + K** to lookup the addressee. If the name can be resolved without conflict, it will complete. Otherwise, you will see a Check Names window. Click the appropriate address and click OK.

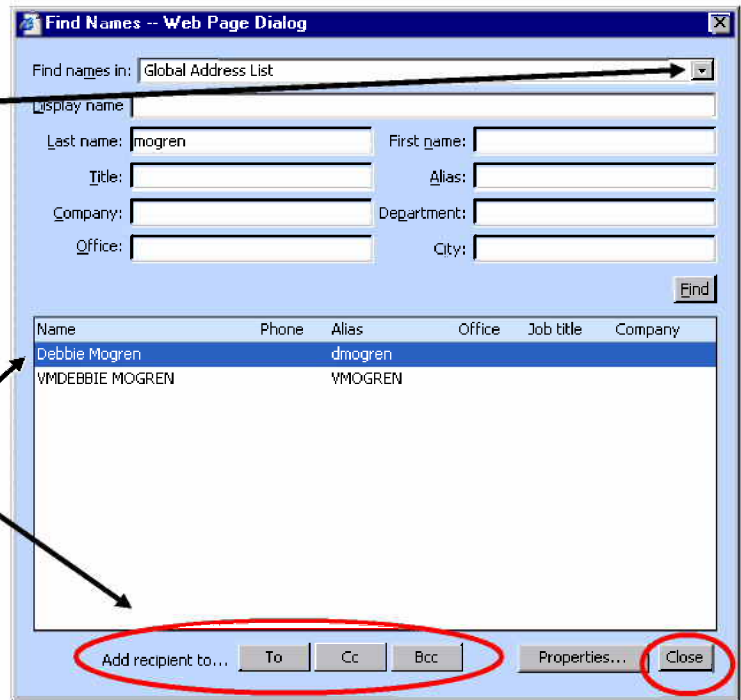


c. **OR** to **lookup the address** from the firm’s Global Address List or your Contacts

1) Click either the To / Cc / or Bcc buttons:



2) This displays the Find Names dialog box. **Click the drop-down** arrow in the “Find names in” field to choose between the Global Address List and your Contacts.



3) In one of the fields (Display Name, Last Name, First Name, etc.) **type in the name and click Find.**

4) Highlight the name in the lower portion and **click the appropriate To / Cc / Bcc button.** The process can be repeated to add more names

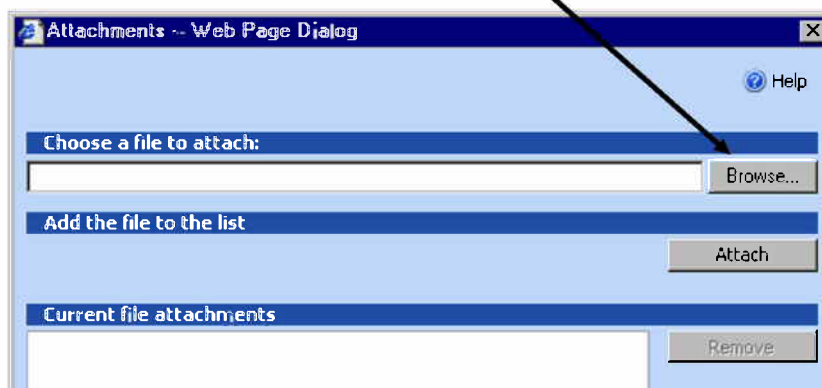
5) **Click Close** once all names are entered.

5. Attaching a document from the Local PC to an email:

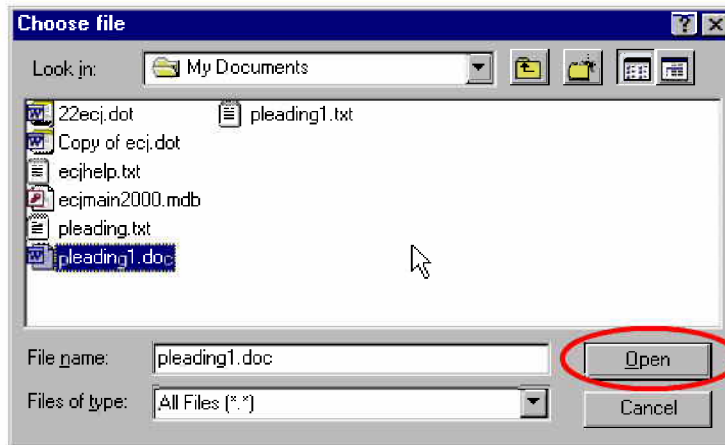
a. In a new mail message, **click the Attachment Button.**



b. The attachment window will display. Click the **Browse** button.



- c. The Choose File window will display. **Navigate to location** where file is located.



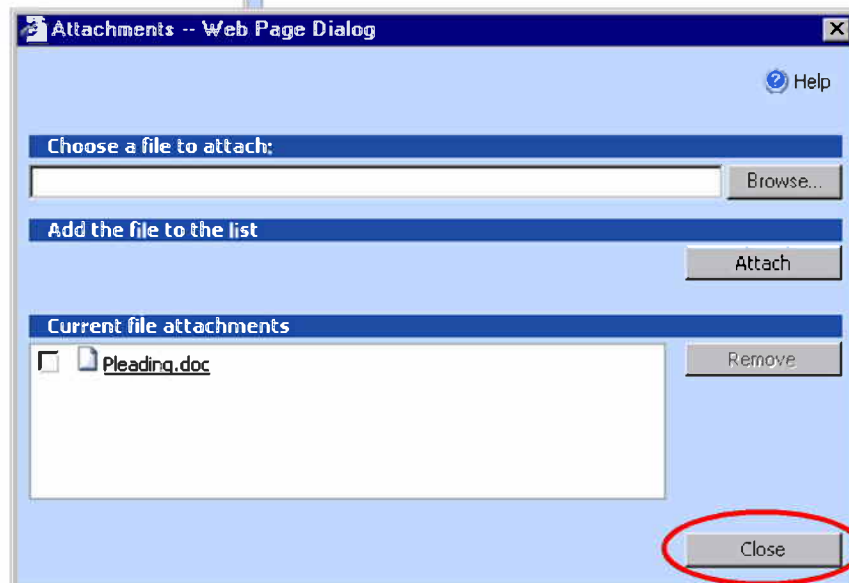
- d. **Select the file** (click on it to highlight).

- e. **Click Open.**

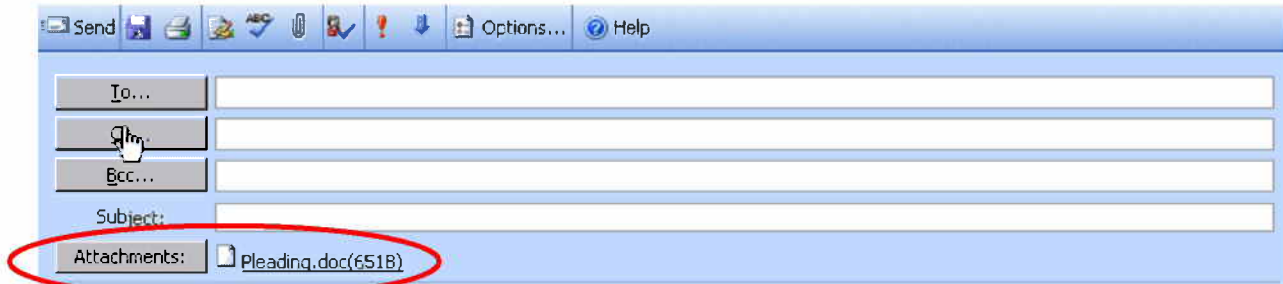
f. This returns you to the Attachment window and the file will appear in the “Choose a file to attach window.” **Click the Attach button** to move the file to the “Current file attachments” window.

- g. Repeat steps 5b through 5f until all files have been added.

- h. Click **Close** this returns you to your email message.



- i. Attachments will be listed next to the Attachments button in your E-Mail Window.

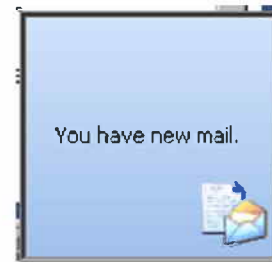


- j. Click the **Send** button to send your message.



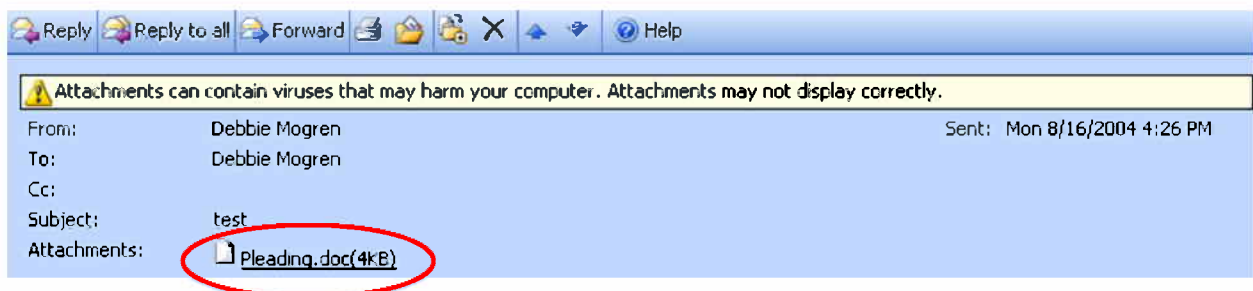
6. New Mail Notification:

a. When a new email arrives, a pop up window will appear in the lower right hand corner of your screen with a message “You have new mail.” This window appears briefly and then disappears. You will not see any further notification that this email has been received.



b. The screen does not refresh automatically. Press F5 to refresh you IE screen.

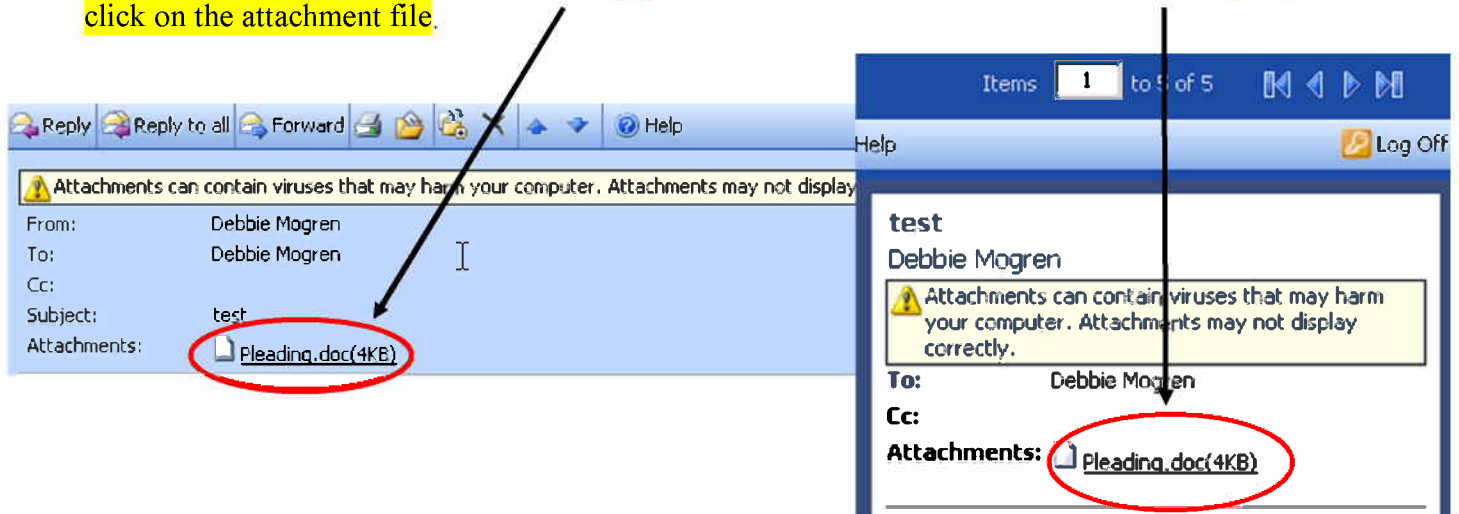
7. Viewing Attachments: *Some* email attachments can be viewed by double-clicking on the attachment file. (Note: This is only for **viewing** attachments, not for editing. If you will be editing the attachment, following the steps in paragraph 8 below.)



Note: If your attachment will not open, follow the steps paragraph 8 below to first save your attachment to your local PC. Once the file is saved, browse to it to open. *Remember,* you must have the associated program loaded on your PC to properly open the file.

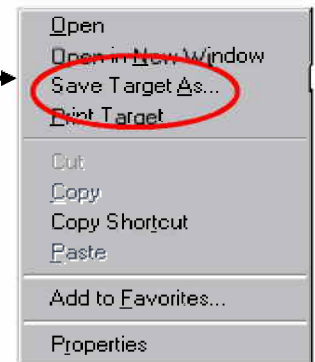
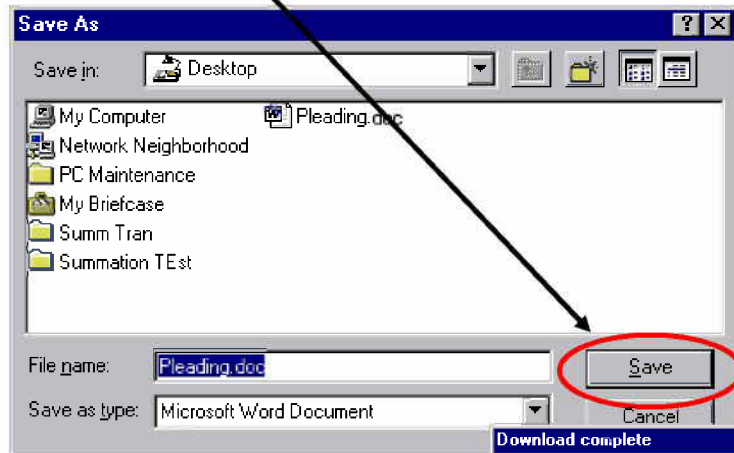
8. Saving Email Attachments to your Local PC:

a. From the open email message **or** from the Mailbox view in the Reading Pane, **right click on the attachment file.**

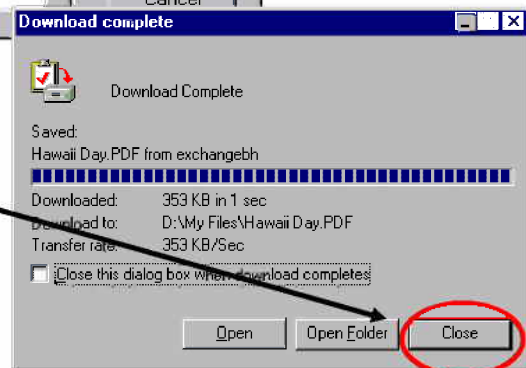


b. On the pop-up menu select **“Save Target As”**

c. In the “Save As” window, browse to the location you would like to save the file to and click **Save**



d. The download window will display. When the download is complete, click the **Close** button.

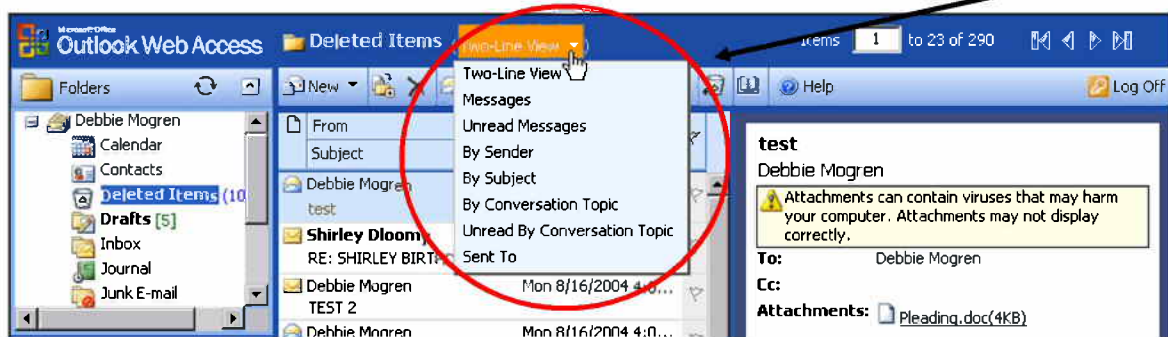


9. Some new items in Outlook Web Access:

a. Navigating through messages: If your folder contains more than 25 messages, you will need to **use the page navigation buttons** to browse to the next 25 messages.



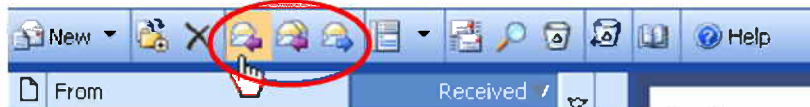
b. Message filters: From the Outlook Web Access menu bar, **select the desired filter view**.



c. Move/Copy icon: Allows you to move items in your main Mailbox only. You cannot move items to a personal folder.



d. Reply / Reply All / Forward icons:



e. Empty Deleted Items:



f. Recover Deleted Items:



10. **Log Off Procedures:** It is imperative that you log off properly when exiting your email session.

a. Click the **Log Off** button in the upper right hand corner of e-mail window



- b. Click **Close** when the “Outlook Web Access” displays.



- c. Click **Yes** when the “Microsoft Internet Explorer” window displays.

